


DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

INTER-DEPARTMENT CORRESPONDENCE

DATE: March 14, 2016

FROM:  Margaret B. Pirkle, P.E., Chief Engineer
TO: Division Directors/District Engineers/Consultant Relations Committee
SUBJECT: "Final Lockdown Plans" for Railroad Property at FFPR

To minimize risk to project schedules and let dates that require railroad coordination the following requirements must be followed:

- Beginning with the September 2016 letting, "Final Lockdown Plans" must be submitted in the "Final Railroad Plan Submission Package" to the Office of Utilities no later than 28 weeks prior to Let Date.
 - For project lettings prior to September 2016, submittals should be made immediately since those projects are considered high risk for delay.
 - This submittal is noted in project schedules as Activity 82020 – Submit Final Plans to Utilities for impacted Railroads.
- For the purpose of this policy, "Final Lockdown Plans" are plans to which there can be no changes to the plans that will affect the railroad property once submittal is made to Office of Utilities.
- The checklist for all railroad submission can be found on the Utility website
<http://www.dot.ga.gov/PartnerSmart/utilities/Documents/Railroad/RailroadPlanSubmittalChecklist.pdf>

Ensuring the above requirements are followed will be a team effort between the Office of Utilities, the Design Team and the Project Manager. To be successful in delivering projects requiring railroad coordination on time it must be understood at FFPR that requested revisions impacting railroad property can only be honored when there is no other option since such changes would likely delay the letting of the project. Any required revisions resulting from the FFPR that will impact the letting schedule will require pre-approval from the Director of Engineering.

It is the Project Manager responsibility to ensure delivery of projects within the approved schedule. Some items for the Project Manager to follow are:

- Clearly delineate the railroad property as well as the impacts on the plans
- Follow the Railroad Plan Submittal Checklist when making railroad submissions
- Hold Constructability Review Meetings
- Requested revisions from the Right-of-Way acquisition team need to consider possible impacts to the Letting Schedule.
- Hold FFPR no later than 24 weeks prior to Let Date. Request FFPR earlier if requirements have been met.

The above schedule requirements will be included in all future baseline project schedules approved by the Schedule Review Committee. Project Managers shall ensure Railroad Coordination activities are included in their projects schedules if needed. If an active schedule does not have these activities but are needed, the Project Manager must immediately contact the State Scheduling Engineer and request their addition.

If you have any questions concerning this matter please contact Lee Upkins at 404-631-1380.

MBP/LEU/jlf